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<b>Type:</b>	A – Educational (Board)	<b>Last Approved:</b>	March 15 2012
<b>Executive Responsibility:</b>	Vice-President Academic & Provost	<b>Next Review:</b>	May 1, 2015
<b>Administrative Responsibility:</b>	Deans and Directors	<b>Procedure:</b>	31.08.001

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STATEMENT:

The Honorary Research Associate program is a plan through which retired faculty members or members of the community who are actively engaged in research are able to maintain a connection with Vancouver Island University to the mutual benefit of the individual and the institution. Honorary Research Associates are appointed for a renewable term of a maximum of three-years.

BENEFITS TO THE INSTITUTION:

1. The skills, knowledge, and expertise of retired faculty and specially-qualified members of the community become a resource for faculty and students.
2. The contributions of Honorary Research Associates are made without direct remuneration.
3. Honorary Research Associates may undertake or continue with research or other projects that involve or employ students and faculty, and possibly bring in additional outside funding.
4. The continued association of well-respected retired faculty and community members may enhance the public reputation of the sponsoring department and the institution.
5. Honorary Research Associates may undertake some or all of the following activities, or others to be defined:
  - act as mentor to faculty and students by providing informal advice and assistance in their field;
  - undertake or continue research projects at Vancouver Island University;
  - assist with or collaborate on grant or funding applications;
  - consult with faculty on curricular and academic matters on request;
  - attend Department and other meetings by invitation;
  - present occasional guest lectures, seminars, demonstrations, or workshops by mutual agreement.

## BENEFITS TO THE HONORARY RESEARCH ASSOCIATE:

1. Honorary Research Associates can undertake or continue certain academic/professional activities and maintain links with colleagues at Vancouver Island University and elsewhere.
2. With the approval of the appropriate departments, Honorary Research Associates can use specialized facilities and equipment at Vancouver Island University for their work.
3. Honorary Research Associates will be listed in official institutional documents; this affiliation may provide benefits outside the institution, e.g. in terms of professional activities with other organizations.
4. Possible benefits provided to Honorary Research Associates by the institution:
  - library privileges, including a quota of interlibrary loans;
  - computer account;
  - telephone local and voice mail access;
  - parking in staff lots on same terms as faculty;
  - use of recreational facilities at faculty rates;
  - use of VIU letterhead;
  - use of VIU business card;
  - name included in VIU calendar and brochures; and,
  - internal mail services (pick-up, delivery).
5. Possible benefits provided to Honorary Research Associates by their Department/Faculty (benefits to be approved by Dean of the Faculty):
  - Furnished office space;
  - Use of general office supplies;
  - Access to telephone and fax equipment; and,
  - Photocopying budget in department/library.

### Forms:

- [Application for Designation](#)

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